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Division of Budget and Analysis
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Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

James B. Slate, Jr., Director

November 10, 2011

MEMORANDUM #2011-14

TO: Division Directors
Office Directors
Budget Officers
Grants Coordinators

FROM: Jim Slate 

SUBJECT: **DHHS Open Window Grants Management System**

In May 2011, the Department began implementation of the web-based **Open Window Grants Management System** with the intent to more effectively manage Notice of Grant Awards (NGA) for receipt-supported programs. All grant applications approved by Secretary Cansler and submitted to the federal or non-federal grantor agency are required to be downloaded in the Open Window by DHHS Grants Manager, Floyd Jones.

It is the responsibility of all DHHS Divisions/Offices to ensure that NGAs (or notification of non-approval for funding) are downloaded as PDFs in Open Window. The System will begin implementation of an automatic email notification system that will monitor the funding status of grant applications entered in Open Window. Grant Principle Investigators grant coordinators, budget officers, and selected Division staff will receive the automatically generated emails reminding them that an NGA has not been attached to the grant application in the Open Window. The System will generate the following automated three (3) emails:

- 1) The (identified) grant has been entered into the Open Window Grants Management System. Notice of Grant Award (NGA) must be downloaded immediately upon receipt.
- 2) The (identified) grant does not have an NGA (or notification of non-approval for funding) attached to the grant file. This email will be generated monthly for all grants in the Open Window that does not have an NGA (or notification of non-approval for funding) attached to the grant entry.
- 3) The (identified) grant project period will end in 60 days. Another email will follow when the grant project period is set to expire in 30 days. Please contact the DHSS Grant Manager if you are submitting a continuation application for the identified grant.

It is necessary that all Notice of Grant Awards be monitored in the Open Window Grant Management System to ensure that sufficient federal/non-federal funds are available to support program services and meet grant objectives. The Office of State Budget and Management is required by Session aw 2011-145, Section 5.2(b) to consult with the Joint Commission on Governmental Operations prior to expending any funds received from grant awards.

Information on additional training on the Grants Management component of DHHS Open Window will be forthcoming.

JBSjr: jgs

cc: Harry Goble
Budget Analysts